



SHIPSTON ON STOUR TOWN COUNCIL

MINUTES

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**General Meeting of Shipston on Stour Town Council, 11<sup>th</sup> November**

**Present:** Cllrs J Dinnie (Mayor), T Booth (Deputy Mayor), I Cooper, P Tesh, G Kelly, H Kelly, C Howarth, R Walters, M Kelly, J Williams and J Corless.

**Public:** 2 **Press:** 1 **SDC:** 2 **WCC:** 1 **Clerk:** H Morgan

1	<p><b>TO RECEIVE AND NOTE APOLOGIES FOR ABSENCE</b> Cllr M Barnes. Cllr J Barker to attend later due to another Parish Council Commitment.</p>
2	<p><b>DECLARATIONS OF DISCLOSABLE PECUNIARY INTEREST</b> (Councillors are reminded that, unless they have been granted a dispensation, if they have a Disclosable Pecuniary Interest in any matter as defined by Regulations made by the Secretary of State where the interest is theirs, their spouse or civil partner's, or is an interest of somebody with whom they are living as a husband or wife or as if they were civil partners, they may not participate in any discussion of or vote on the matter and must also leave the room for the duration of the matter. They must also disclose the interest if it has not yet been entered on the Authority's register unless it is a sensitive interest) None.</p>
3	<p><b>TO NOTE REQUESTS FOR DISPENSATION RECEIVED BY THE CLERK</b> None.</p>
4	<p><b>MINUTES OF THE LAST COUNCIL MEETING</b> To confirm the minutes of the meeting that took place on 14<sup>th</sup> October 2024.  <b><u>Minutes proposed by Cllr Dinnie, seconded by Cllr Cooper – 10 in favour, 1 abstention due to absence, motion carried.</u></b></p>
5	<p><b>CLERK'S REPORT</b> Noted and discussed.</p>
6	<p><b>REPORTS</b></p>
6.1	<p><b>Town Council (STC – Shipston Town Council)</b> Cllr Walters reported on the Remembrance Day Parade/Service which had been excellent with a very good turnout – as had the service at the Gyratory on Armistice Day followed by the official opening of the refurbished Memorial Garden. Thanks extended to the Royal British Legion (RBL) and Stour Valley Lions (SVL). He is making progress re Asset Management and has spoken with the Clerk and the office team. He believes that there are better programmes available than Pear Mapping. He is liaising with the Mayor and the regalia company to arrange a convenient time for repair to the Mayor's Chain depending on the Mayor's almanac.</p>

**Cllr M Kelly** reported on the success of Remembrance Day and the good attendance by the town. She also expressed thanks to the Clerk for her involvement/liaison with the RBL and SVL re organisation and logistics. Advised that she had attended the Proms AGM who are planning ahead for next year. Bookfest AGM to take place on 25<sup>th</sup> November, 7 pm at The George.

**Cllr Cooper** reported on the success of Remembrance Day which he thought had been excellent – the Town Band had been excellent as always and a real asset to the town. Concerns re road works and temporary lights causing havoc raised again – Stratford Road had lights for 2 weeks for only 1 or 2 days' work being carried out. Similar issues with Cadent. There needs to be understanding of direction, planning and organisation by WCC Highways and engagement with STC – this has already been requested but no update as yet.

**Cllr H Kelly** had attended the River Blessing and the museum's Dark Tales walk which were both enjoyable. Bulbs have been ordered and delivered for the Shipston in Bloom pots and beds and divided up for volunteers to plant. Donations of plants have been received for the Sensory Garden and volunteers are on board. Request for a green bin from SDC – it was thought that this would not be possible as it isn't residential so would fall to Lawns 2 Mow. She is looking at the Bio-Diversity policy drafted by Cllr Howarth and had attended the Warwickshire Association of Local Clerks (WALC) Conference which had been good.

**Cllr Corless** has been in contact with some EV charging point suppliers and is conducting a survey of existing points around the town – briefing document to be compiled and shared. Assisting Cllr H Kelly with finance input to the Cornmill Meadows spreadsheet. He had found the WALC Conference very interesting.

**Cllr Williams** concurred that the roadworks had been causing chaos for the town. He suggested that we invest in and install a interactive digital community information board in the town centre to advise what is currently happening and what is coming up, when and where. This would be useful to residents with no access to social media and to visitors. A proposal is needed re interest, cost and usefulness.

**Cllr Tesh** thought that the attendance at Remembrance Day had been heartening. He had attended the SDC Planning Committee re The Old Power House planning application to present STC's objection. The application has been passed. There was no objection from WCC Highways and the Environmental Office had also signed it off. Cllr Cooper added that this once again highlights the lack of a relationship/understanding between WCC, SDC and STC – what we are about, our issues and problems. He felt this was an unacceptable proposal. WCC Highways and the Locality Officer for Shipston need to be prepared for the storm that will inevitably come.

**Cllr Howarth** extended thanks to the Safer Neighbourhood Team and SVL re road safety on Remembrance Day. He has also attended the River Blessing which he thought was superb and the Dark Walk which went very well. He reported that the Museum has really taken off and that the team have worked very hard and doing well. He had attended an Emergency Planning seminar and will put together a note for Council. He had attended The Hub for a meeting with Cllr Corless for a meeting with the lease holders as well as attending site whilst the asbestos survey was being carried out. He is looking at various policies that need producing which he will take to the Finance Working Group to discuss under Governance.

**Cllr G Kelly** advised that Remembrance Day had once again been great.

**Cllr Booth** advised that the Remembrance Day parade had been amazing and that the RBL had done a 'cracking job' throughout.

**Cllr Dinnie** thought that Remembrance Day and Armistice Day had both been wonderful. Mention made of the new bugler who has just moved to the town and participated at both events. The Letters to Heaven post box has now been installed at the gyratory by Shipston Home Nursing – thanks to all of those involved. He advised that the gyratory makeover by SVC is fantastic – a presentation was made to the volunteer designer at the official opening. Cllr Dinnie had also attended the opening of the Special Educational Needs Centre at the Primary School (great facility), the Dark Tales Walk (enjoyable and well attended), Bonfire and Fireworks night (fantastic job by the Sports Club), the WALC Conference (great) and a Warwick Remembers at Leamington Spa which was very well done.

6.2	<p><b>District Council (SDC – Stratford District Council)</b> Report as circulated.</p> <ul style="list-style-type: none"> <li>• Cllr Passingham advised that planning permission has been granted to The Old Power House only as a café – further planning permission will be required if they intend to provide a takeaway service.</li> <li>• Meeting with the Chair of School Governors to discuss issues with objections re the new Sports Hall. The field belonging to WCC is managed by an independent property developer employed by WCC.</li> <li>• Meeting to be held re verges, use of weed killer, No Mow May and wildlife. Sustainable travel packs that should have been issued to the ‘new town’ haven’t been.</li> <li>• Walkers are facing problems with broken styles – WCC have funding to repair/replace but landowners must be in agreement. Volunteers perhaps needed.</li> <li>• Cllr Cooper added that Shipston and most of South Warwickshire have been left out of the first round of Climate Change Funding which is disappointing – however, Finance Working Group will look at the opportunity to apply for the next phase.</li> </ul>
6.3	<p><b>County Council (WCC – Warwickshire County Council)</b> Deferred to later in the meeting then covered under other Agenda items.</p>
6.4	<p><b>Blue Light update – Safer Neighbourhood Team, First Responders, Fire Station</b>  <b>Safer Neighbourhood Team</b> – Remembrance Day ran smoothly, some last minute adjustments were made, team came in on their rest days. There has been a rise in burglaries in the town and surrounding villages – car keys stolen from houses – simple crime prevention advice given to victims. There has been a lot of work behind the scenes and there has been a rapid decline since 13 offenders were identified. There has been a rise in fly tipping. Plain clothes work undertaken resulting in drug raids to the tune of £200,000 street value in the last 3 months – one raid along in Shipston was worth £20,000. Calls received re drivers jumping the lights due to roadworks. PC Hammond awaiting accreditation to get back into uniform following his operation.  <b>Community First Responders</b> – annual stats to be provided at next meeting, getting out there installing De-Fibs and providing De-Fib and CPR training. 2 newly qualified members of the team who are buddying up on shifts. Thanks expressed to the Clerk and her team for the use of the shed as a lock up for event equipment.  <b>Fire Station</b> – Cllr Dinnie has spoken to the Station Manager after the Remembrance Day Parade who feared that this may be their last one. Discussions to be had with the incoming new Chief Fire Officer.</p>
6.5	<p><b>Shipston Forum</b> November had been a packed edition and December is looking good with lots of articles and upcoming events. Intention is to get it out as early as possible to promote the events in good time.</p>
6.6	<p><b>Ellen Badger Hospital</b> Updated reports have been circulated from SWUFT who are due to meet this week. Cllr Dinnie advised that the Bed for Badger petition to be handed over to the local MP on Saturday at the Rugby Club. Consultation is due to take place in January re the 2 options – i.e. no beds at all or 12 beds in the retained building (which has also been earmarked for other things). STC would like to see the Integrated Care Board’s document before the December meeting. Cllr Booth enquired as to whether the layout/design is imminent and how could it be negotiated. Will there be clinics, a medical centre and Shipston Home Nursing? It’s not at all clear and further information is needed. Cllr H Kelly advised that she had spoken with the Sustainable Manager and that there is money for a project – town to be asked for ideas – perhaps something could be placed in the Forum. Cllr Williams enquired about figures.</p>

6.7	<p><b>Stour Health and Wellbeing Partnership</b> Minutes and Action Plan as circulated. Cllr Dinnie advised that the Partnership are looking to raise money (£100,00 per annum) to occupy the ground floor and will then potentially move activities from other venues. Number of staff/volunteers to be expanded. November meeting taking place tomorrow.</p>
6.8	<p><b>Shipston High School</b> Cllr Passingham in receipt of a Community use Agreement for the Sports Hall in which both WCC and the School commit to community use of the facility out of hours. The template is good and legally binding. STC may look at the template for our own use. There are documents on the website re the development – drainage and the building itself.</p>
6.9	<p><b>Shipston Business Group</b></p> <ul style="list-style-type: none"> <li>• Representative advised that the Sainsbury’s decision (refused) had been welcomed but were expecting a challenge to be submitted. He asked as to whether the Council had considered what a good application might look like i.e. adding benefit and value to the town for the attention of SDC.</li> <li>• The worn away road markings from Sheep Street to High Street and vice versa are still worn away causing issues re the one way system. This has been raised with Highways. The poor recent run of roadworks has had an impact on local businesses. Cllr Barker to be contacted re issues – or the Clerk who can also liaise with the Locality Officer for Shipston. Cllr Barker advised that a new member of staff has been employed by Balfour Beatty (who carry much of the work) to act as a liaison between them and WCC. Intention is that she will come to Shipston. The budget is there or costs will be shared. Problems occur when scheduled works and emergency works overlap/coincide – WCC have no control over the latter as there is a statutory obligation to attend and carry out the works. Cllr Tesh commented that he feels there is a lack of Inspectors – Cllr Barker agreed and added that there are also less Locality Officers. Cllr Tesh asked if it was worth handing the Shaping Travel Document to the new member of staff but she will ‘wearing a different hat’. Cllr M Kelly enquired as to why it is still a two way system from Sheep Street to High Street and vice versa – making it one way would solve the problem and potential collisions. This is in the Neighbourhood Plan but nothing has been done despite there being lots of opportunities – Highways Engineer needs to be involved.</li> <li>• Concerns re CCTV coverage in the town.</li> <li>• Suggestion that there be a link up between the Forum and the Love Shipston website.</li> </ul>
7	<p><b>OPEN FORUM (15 MINUTE DURATION)</b> A non-resident whose family business has expanded and opened up a branch in the town had attended just to say hello and listen to the proceedings.</p>
8	<p><b>ENVIRONMENT AND FLOOD ACTION WORKING GROUP</b> Minutes and reports as circulated.</p> <ul style="list-style-type: none"> <li>• Shipston in Bloom (SiB) tubs and beds are nearing completion.</li> <li>• Tree planting to take place at Cornmill Meadows (CMM) in January – approx. 40. Much discussion took place re Cornmill Meadows as a whole. Cllr Barker raised concerns that rather rare grassland was being replaced by trees in the Pigbrook area and some of the species may well be of Site of Special Scientific Interest (SSSI) – of which there are grades 3, 4 and 5. She also said that there needs to be a balance between a meadow and numerous trees. Cllr Barker has a Grasslands Expert contact and it was suggested that she ask him to take a look – although this could incur a cost. Conversely, it was felt that Warwickshire Wildlife Trust would have taken this into account and made recommendations when striving to obtain Local Wildlife Status. A habitat report was done on the area in question which is shaded and scrubbed. The question of dogs being allowed arose – residents are fore and against – it’s a case of trying to accommodate all and keep a balance between CMM being a community asset and a wildlife area. Cllr</li> </ul>

	<p>Tesh noted that the boundaries within the management plan maps don't coincide – to be looked at.</p> <p><b><u>Recommendation that Council approves funding for accessories for the donated trees at Cornmill Meadows at a cost of approx. £1219 (based on previous planting project).</u></b>  <b><u>Proposed by Cllr H Kelly, seconded by Cllr Dinnie, 7 for, 5 abstentions, motion carried.</u></b></p>
9	<p><b>PLANNING COMMITTEE</b> Minutes as circulated.</p> <p>24/02611/VARY – South Lynn House, London Road, Shipston on Stour, CV36 4EP Variation of condition 2 of planning permission 23/00751/FUL (Appeal APP/J3720/W/23/3326204 allowed on 05/03/2024) to incorporate new vehicular entrance wall and gates and new pedestrian gate. Original description of development: Proposed demolition of existing building and erection of 6 apartments with new vehicular access and associated car ports. <b><u>No rep - proposed by Cllr Tesh, seconded by Cllr Dinnie – motion carried unanimously.</u></b></p> <ul style="list-style-type: none"> <li>• High School application – revised determination date is 31<sup>st</sup> January 2025.</li> <li>• Sainsbury's – layout of service yard, go back to Committee? Safety of Darlingscote Road – should be looked at by WCC Highways – engagement needed. Cllr Tesh to draft comments for Clerk to send a letter on behalf of STC.</li> <li>• Reserved site – no change.</li> <li>• Neighbourhood Plan – Cllr Tesh and Mr P Sykes are preparing proposals for the new local plan consultation and hope to present these in February. This will follow a similar process as before re the current plan. This is not a case of a quick edit and update – expert input and consultation will be required – there is centra funding available but a budget will be needed.</li> <li>• Chapel View – there is a clear specification for the combined open space and play area with Angelas Meadow in the S106. Enforcement need to be involved. Referred back to Planning Committee.</li> </ul>
10	<p><b>HERITAGE, AMENITIES AND LEISURE PROJECTS WORKING GROUP (HALP)</b> Minutes as circulated.</p> <ul style="list-style-type: none"> <li>• Trailtale project moving forward.</li> <li>• Riverside flower planting to take place 9<sup>th</sup> January.</li> </ul> <p><b><u>Recommendation that Council approves the manufacture and purchase of 10 more Town Plaques at a cost of £5,000.</u></b> Recommendation deferred for further discussion and consideration re our precept demand/general reserve budget. Cllr Howarth felt that they would be beneficial to the town in terms of history and tourism and that they would go alongside the Towntrail. Locations to be reviewed.</p>
11	<p><b>GENERAL PURPOSES/COMMUNICATIONS WORKING GROUP</b> Tracker/Action Log as circulated.</p> <ul style="list-style-type: none"> <li>• Cemetery Chapels roof repairs – one quote received for £35k, two more to come. We need to canvass ideas for use of the building once renovated.</li> <li>• A proposal to be made to the Finance Working Group to use SDC for STC's website (design and support) and to remain with Workflo for IT, emails and Microsoft.</li> </ul>
12	<p><b>FINANCE WORKING GROUP</b> Minutes as circulated.</p>

	<p><b><u>Recommendation that Council supports the MUGA project subject to an agreeable lease on a commercial basis.</u></b>  <b><u>Proposed by Cllr Cooper, seconded by Cllr G Kelly, motion carried unanimously.</u></b></p> <p><b><u>Recommendation that Council confirm to SDC that we don't require the 24/7 monitoring service for Shipston.</u></b>  Recommendation deferred. It has become apparent that this is a case of 'all or nothing' – CCTV with 24 hour monitoring or no CCTV. A discussion ensued regarding it's usefulness, the cost increase, value/quality of the footage, number of activations and response times. There are two outstanding invoices to be paid which had been withheld due to SDC's street cleansing payment issues. Cllr Barker advised that residents would expect the cameras to be monitored and that cameras also act as a deterrent. Cllr Dinnie suggested we hold another meeting with the SDC team and perhaps visit the control room.</p> <p><b><u>Proposal that Standing Orders be suspended to allow the meeting to continue past 2130 hrs.</u></b>  <b><u>Proposed by Cllr Dinnie, seconded by Cllr Barker, 10 for, 1 against, 1 abstention, motion carried.</u></b></p> <p><b><u>Recommendation that Council approves the purchase of 4 Asbestos warning labels for Under Stage and Plant Room at The Hub and a reel of individual labels for items at a cost of £20 - £30.</u></b>  <b><u>Proposed by Cllr Howarth, seconded by Cllr Corless, motion carried unanimously.</u></b></p> <p><b><u>Recommendation that Council approves the approach of contacting companies to get quotes for asbestos removal and encapsulation in 2 areas as per the Asbestos Report</u></b>  <b><u>Proposed by Cllr Howarth, seconded by Cllr Barker, motion carried unanimously.</u></b></p>
13	<p><b>FINANCIAL MATTERS</b>  Invoices for approval as circulated.</p> <p><b><u>Proposed by Cllr Dinnie, seconded by Cllr Walters, motion carried unanimously.</u></b></p>
14	<p><b>STAFFING WORKING GROUP</b>  Minutes as circulated.  Cllr G Kelly advised that both members of the Administrative Team have successfully completed ILCA and were working over and above their job description and have moved up 4 spine points on the pay scale to recognise this. The Staffing Working Group will review this again in 6 month's time with a view for a potential further uplift. Going forward and regarding retention and progression, the group will look to re-grading one or both of the posts to Deputy Clerk and offer CiLCA and/or FiLCA qualifications.</p>
15	<p><b>SHIPSTON IN BLOOM</b>  Notes as circulated/verbal update.  Covered in Environmental Working Group agenda item.  Cllr Dinnie to respond to the former SiB committee re their request to plant an Elm tree as a memorial/tribute to the SiB group.</p>
16	<p><b>LOCAL NATURE ACTION PLAN</b>  Deferred to next month.</p>

17	<b>DATE OF NEXT MEETING</b> Monday 9 <sup>th</sup> December 2024.
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The meeting closed at 2135 hrs.

Signed..... Date.....

Cllr J Dinnie (Mayor) Shipston on Stour Town Council